

C12 Rules for correcting texts

Rule #1: When you work with a group of your peers you should *always* adopt the most active type of correction. In peer groups there are no leaders or followers. Everybody is responsible for the final text, which also requires that everybody show commitment to reading all of the texts thoroughly.


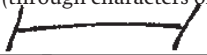




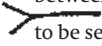








Rule #2: When you work as a tutor specify the amount of time you have available to make corrections and – consequently – what kind of corrections the writer of the text can expect from you. In general, tutors will make much more limited corrections, because the ultimate responsibility for the text lies with the individual writer, not with the tutor.

Rule #3: Leave wide enough margins at the left and right of the text and a line spacing of 1.5 or more. This facilitates clear corrections. Try to make corrections in the margin *legible*.

Rule #4: Always *combine* correction marks in the text with marks in the margin. The marks in the margin should make it impossible for the writer to overlook the correction marks in the text, and because the margins contain more space, the marks can be more elaborate.



C12 Standard editorial symbols

Table C.12a Standard editorial symbols

Instruction	Mark in text	Mark in margin
insert in text the matter indicated in the margin		new matter followed by 
substitute character or (part of) word	(through characters or words) 	new character or word delete (when no words are given) 
close up, no space	link words 	
correction to be ignored	under character to remain	
insert space between words	between words  affected	
insert space between lines	between lines  to be separated	
transpose letters or words	round matter to be transposed	 
insert character(s)		followed by new character(s)
insert additional character(s) (alternative marks)		 followed by new character
run on (no new paragraph)		
start new paragraph		
start sentence on new line	 before sentence to be moved	
move to the right	before matter to be moved	
move to the left	after matter to be moved 	

C12 Qualitative correction symbols (on contents)

Table C.12b Qualitative correction symbols (on contents)

Instruction	Mark in text	Mark in margin
No running sentence. Rephrase!	under sentence 	
Paragraph difficult to understand, rephrase/rethink.		
What do you mean? Are you sure? Rethink!		?
I do not think this is correct, leave out or formulate anew.		??
No or unclear source, reveal your source(s)!		<SOURCE>
Same words are used too often, reword!	on the same page	